

Form I-17 Cycle Diagram

Responsibilities of the Principal Designated School Official (PDSO)

The PDSO is solely responsible for keeping SEVIS updated with school information on the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student." The PDSO **MAY NOT** delegate this responsibility to someone else.

The PDSO must:

- Respond promptly to requests for evidence by SEVP.
- Initiate and submit updates to the Form I-17 within 21 days of the change.
- Help designated school officials (DSOs) maintain student records.

Recertification occurs every two years. The best way to prepare for it is to keep your school's Form I-17 updated. Begin working on your recertification upon notification to avoid disruptions to your programs.

Note:

- The PDSO at the main campus is responsible for the entire school's recertification to include all campuses.
- All updates must be complete before recertification.
- Failure to follow instructions and understand the regulations governing recertification may result in your school being withdrawn from SEVIS.

If withdrawn, your school is no longer eligible to issue Form I-20s, "Certificate of Eligibility for Nonimmigrant Student Status."

